कार्यमूल्यमापन अहवाल महापार प्रणालीत ऑनलाईन पध्दतीने लिहिण्याकरिता ई-मेल आयडी प्राप्त करुन घेणेबाबत सुधारित कार्यपध्दती.

महाराष्ट्र शासन
सामान्य प्रशासन विभाग
शासन परिपत्रक क्रमांक : सीएफआर-१२१७/ प्र.क्र.१३१/तेरा
मादाम कामा रोड, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई- ४०० ०३२
दिनांक : १६ मार्च, २०१८.

<u>वाचा</u> - १) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक : सीएफआर-१२१७/ प्र.क्र.१३१/ तेरा, दि. १५.१२. २०१७.

शासन परिपत्रक :-

महापार (MahaPAR) या ऑनलाईन कार्यमूल्यमापन अहवाल नोंदविण्याच्या प्रणालीत सन २०१७-१८ पासून सर्व गट "अ" आणि गट "ब (राजपत्रित)" संवर्गातील अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल ऑनलाईन पध्दतीने नोंदविण्याचे प्रस्तावित आहे. गट-अ व ब (राजपत्रित) संवर्गातील अधिका-यांसाठी त्यांच्या **नावानुसार** शासकीय ई-मेल आयडी **(@nic.in किंवा @gov.in)** असणे आवश्यक आहे.

२. गट-अ व ब (राजपत्रित) संवर्गातील ज्या अधिका-यांकडे अद्याप त्यांच्या नावानुसार शासकीय ई-मेल आयडी (@nic.in किंवा @gov.in) नाही, त्यांनी ई-मेल आयडी प्राप्त करुन घेण्यासाठी कार्यपध्दती वरील शासन परिपत्रकातील परिशिष्ट "क" मध्ये विहित करण्यात आली होती. सदर कार्यपध्दतीत सुधारणा करण्यात येत असून सुधारित कार्यपध्दती सोबतच्या परिशिष्ट "अ" मध्ये नमूद करण्यात आलेली आहे. त्यानुसार सर्व समन्वय अधिकाऱ्यांनी त्यांच्याशी संबंधित सर्व गट अ व ब (राजपत्रित) संवर्गातील अधिकाऱ्यांचे ई-मेल आयडी कार्यान्वित करुन घेण्याची कार्यवाही तात्काळ करावी.

३. हे शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या वेबसाईटवर उपलब्ध करण्यात आले असून त्याचा संगणक सांकेतांक क्र. २०१८०३१६१२२४०२२७०७ असा आहे. हे परिपत्रक डिजिटल स्वाक्षरीने साक्षांकित करुन निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Bhatu Sambhu Wankhede

Digitally signed by Bhatu Sambhu Wankhede
DN: c=IN, o=Government Of Maharashtra, ou=General Administration Department, postalCode=400032, st=Maharashtra, 2.5.4.20=493af62b137d3b8ad2fb93133b4b083c9cafb89b6793bfa8d7ebb7ba735e6d9d, serialNumber=454f1eaad82ae32f06775522a32735d46dc9a815a777254a802deaa980512d11, cn=Bhatu Sambhu Wankhede
Date: 2018.03.16 12:26:18 +05'30'

(भ. सं.वानखेडे)
उप सचिव, महाराष्ट्र शासन

प्रति,

१. सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई-४०० ०३२.
२. सर्व संबंधित समन्वय अधिकारी,मंत्रालय, मुंबई-४०० ०३२ (संबंधित मंत्रालयीन विभागामार्फत)
३. राज्य माहिती अधिकारी, एनआयसी, ११-वा मजला नवीन प्रशासकीय इमारत, मंत्रालयासमोर, मुंबई-३२
४. निवडनस्ती, कार्यासन-१३, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई

शासन परिपत्रक, सामान्य प्रशासन विभाग क्रमांक : सीएफआर-१२१७/प्र.क्र.१३१/१३ , दिनांक १६/३/२०१८

सोबतचे परिशिष्ट “अ”

Procedure(s) for obtaining @gov.in / @nic.in eMail account
(for MahaPAR - online CR application)

1. For Single/Bulk eMail IDs for Group A & B officers (If any higher officer does have @nic.in or @gov.in mail id for online approval process).

   <u>Online Procedure</u>

   a. Go to http://mail.gov.in
   b. Click on “eForms”
   c. Register yourself with the help of mail id (nic.in, gov.in, gmail, yahoo, etc)
   d. Choose any one higher officer having @nic.in or @gov.in mail id as reporting officer.
   e. Choose Email Services for Government of India
   f. Choose Single/Bulk User Subscription.
   g. Follow the instruction as requested by system to generate a Registration number.
   h. Track the Registration number to know the status of the email creation.

2. For Single/Bulk eMail IDs for Group A & B officers(If any higher officer does not have @nic.in or @gov.in mail id for online approval process).

   <u>Offline Procedure</u>

   a. Fill the form, which is attached herewith.
   b. Applicant should sign it, seal it and get it countersigned by higher authority with seal.
   c. All terms and conditions should also be signed with seal by applicant and countersigned with seal.
   d. Attach the excel document in the prescribed format along with the application. Excel document should contain the information of all officers whose e-mail id's are to be generated.

      Prepare List of Officers as per following Excel format (in .xls file) and send to manoj.sangle@nic.in and support-mahapar@nic.in

(if name based email @nic.in OR @gov.in is allotted already to any employee under any project then do not apply for email id for that employee. As the same email id can be used for MahaPAR)
^

Sr. No.	First Name	Last Name	Designation	Ministry/ Department	State	Mobile No. (10 Digit Numbers)	Date of Retirement in Format DD-MM-YYYY	Preferred E-mail Id/ Login ID	Date of Birth in Format DD-MM-YYYY
1									
2									
..									

e. Send scanned copy of application and excel sheet (in xsl or xlsx format) on mail to support-mahapar@nic.in and manoj.sangle@nic.in.

f. Submit with covering letter request creation of email id(s) addressed to following:

To,
Section Officer (Desk-13),
General Administration Department,
Hutatma Rajguru Chowk,
Madame Cama Road,
Mantralaya annexe, Room.No. 631A,
Mumbai- 400032
Phone : 022-22793826

Application for Bulk E-mail Account Creation for a complete domain/ a group users

1) Name of the applicant :

2) Designation :

3 Min/Dept/Org :

4 Address for correspondence :

5 City : Pin Code :

6 Telephone Number (O) (R)

7 Alternate Email address for correspondence :

This is to declare that all the users listed along with this application form have been notified about the terms and conditions and they agree to abide by them. I shall be the single point of contact in case of any failure on their part. I have read the terms and conditions and I agree to abide by them.

Signature of the Competent Authority of the Department with date and seal

Signature of the Applicant with date and seal

8. Account Category:

free on what basis

Signature of NIC Coordinator/ HOD/ Delegated Admin
With date and seal

Name & Designation: --

Email and Tel. ---

E - MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1&2 above) the account may be compromised by hackers and the hackers can use the same account for sending spurious mails on the accounts behalf. **NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and email traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft / Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-mail services is provided over secure channels only. WEB interface can be accessed over HTTPs (port 443), POP service is over POP3s (port 995), IMAPs (port 993) and SMTP service is over SMTPs (port 465). Users are required to suitably modify the client software settings to use the services. Please check the FAQ at https://mail.nic.in/docs/ POP. pdf.
10. By default accounts will be given access over WEB only (https://mail.gov.in). If users wants access over POP/IMAP, he/she has to send the request for the same support@gov.in For security reason either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens. NIC cannot be held responsible.
12. Users is responsible for his/her data. In case he/ she accidentally deletes data, he/ she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows :
    Trash- 7 days
    Probably Spam- 7 days
14. NIC account will be deactivated. if not used for 90 days.
15. Email id is will be deleted after a period of 9 months from the date of deactivations if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone 1800-111-555 or you can send mail to support @gov.in
17. Please note that advance payment is must for paid users.
18. NIC coordinator reserve the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
19. NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicants
with date and seal.